



CALIFORNIA SECRETARY OF STATE BILL JONES

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NOTICE TO EMPLOYERS REGARDING EMPLOYEE TIME OFF FOR VOTING

Dear Employer:

As you know, state law (California Elections Code Section 14001) requires you to post a notice to your employees advising them of provisions for taking paid leave for the purpose of voting in statewide elections.

I have developed a sample of this notice, which is printed on the opposite side of this page for your convenience.

I also want to inform you of several points related to the statutory provisions for employee time off for voting.

- You must post this notice a minimum of 10 days before a statewide election. (Note: Statewide elections are regularly scheduled on the first Tuesday following the first Monday of March and November of even-numbered years. "Special" statewide elections may also be called but are not regularly scheduled. In general, a statewide election is defined as one in which all voters in the state have an opportunity to vote on at least one common race or issue.)
- The notice must be posted either in the workplace or where it can be seen by employees as they enter or exit their place of work.
- Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.
- Voting hours are from 7am to 8pm.
- Employees can be given as much time as they need in order to vote, but only a maximum of two hours is paid.
- You may require employees to give advance notice that they will need additional time off for voting.
- You may require time off to be taken only at the beginning or end of the employee's shift.

I hope this information is useful to you. Please feel free to contact my office if I can be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Bill Jones".

BILL JONES
Secretary of State